

SSA/DDP 61-2000

SSA/DDS

DISPATCH

CLASSIFICATION

~~SECRET~~

PROCESSING ACTION

MARKED FOR INDEXING

X NO INDEXING REQUIRED

ONLY QUALIFIED DESK
CAN JUDGE INDEXING

MICROFILM

TO

All Chiefs of Stations and Bases

INFO.

FROM

SUBJECT

Security of our Overseas Stations

ACTION REQUIRED - REFERENCES

ACTION REQUIRED: See paragraphs 3 and 4.

SSA REGISTRY

Joseph - 1

1. As you are aware, for some months now we have been making a special effort to improve the physical and technical security of our overseas installations. This undertaking, directed by [REDACTED] has become a permanent part of our operating procedures. We need a parallel effort to improve the security which attends the day-to-day conduct of our business as this is reflected in station and base office procedures.

2. For example, a weak link in our overseas security is the fact that many of us dictate highly sensitive correspondence in our offices rather than in secure rooms. I recognize that secure rooms are not available at every post. Nevertheless, the problem still confronts us.

3. Certain of the addressees of this book dispatch will be receiving shortly, under separate cover, a designation of one or more operations being conducted by you and considered in the "highly sensitive" category. You are requested to conduct all office business relating to operations so designated in a secure room if it is available. This includes discussion of the case or dictation of correspondence concerning the case.

4. In those instances in which a secure room is not available, you are requested to forego the dictation of correspondence and to prepare all such correspondence by hand for the typist.

5. If you have any questions concerning this new procedure, please communicate with your headquarters desk.

[REDACTED]

25X1A2e

CROSS REFERENCE TO

GROUP 1

Excluded from automatic
downgrading and
declassification

DISPATCH SYMBOL AND NUMBER

Book Dispatch No. 6277

DATE

5 DEC 1967

CLASSIFICATION

~~SECRET~~

HQS FILE NUMBER

☐ UNCLASSIFIED☒ INTERNAL
USE ONLY☐ CONFIDENTIAL☒ SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

DDP/Publications

G-G-04 HQ

EXTENSION

NO.

DATE

5 December 1967

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. SSA/DDS
7-D-18 HQ

RECEIVED

FORWARDED

12/4/67

[Signature]

2.

3.

4.

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6.

7.

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13.

14.

15.

Noted H/M
12/6☒ SECRET☐ CONFIDENTIAL☐ INTERNAL
USE ONLY☐ UNCLASSIFIED